



It's EASY  
to be GREEN!

Clean Your Files Day

# REUSABLE ITEMS – Go in GREEN ROOM

## Gently-Used Supply Items:

- . Manilla Folders
- . Three-Ring Binders
  - . Paper Clips
  - . File Folders
- . Pens & Pencils
- . Other Re-usable Supply Items (no Junk)

*Furniture and other big items go to State Surplus*

*Questions? Ask your Agency  
Greening Coordinator!*

*Thanks for Doing YOUR Part to Green Indiana!*

[www.IN.gov/greening](http://www.IN.gov/greening)

